City of Nashua

Code Enforcement

Apartment Self-Inspection

Guide



NOTICE

This inspection guide is intended as an aid to landowners/tenants in the City of Nashua. The guide is based upon the Nashua Housing Code NRO Chapter 182 Housing Standards. The material contained in this guide is intended only as a guide and does not purport to provide all inclusive forms or information.

The City of Nashua makes no warranty, expresses or implied, as to whether the materials herein are correct, complete, up-to-date or any other thing.

City of Nashua
Code Enforcement Department
229 Main St.
Nashua, NH 03060
603-589-3100
www.gonashua.com

City of Nashua Apartment Inspection Form

A. GENERAL INFORMATION

Type of Inspection apartment	building rental unit
Date of Inspection	
Owner Information	
Name:	
Address:	
City:	
Phone Number:	
Building/Property Manager	
Name:	
Address:	
City:	
Phone Number:	
B. BUILDING	<u>GINFORMATION</u>
Number Stories	Housing Type
Type of Foundation	□ Number of Units
	☐ Mixed Use Y - N
☐ Granite☐ Concrete	Parking
□ Brick□ Other	
	☐ Ample for all units☐ Sufficient
Type of Roof	□ Deficient
□ Asphalt	□ None
□ Slate	Heating
□ Wood	
□ Other	☐ Central ☐ Individual
Type of Siding	☐ Other
□ Wood	
☐ Vinyl/Aluminum	
☐ Asphalt	
□ Other	Inspected by:
	inspected by

C. DWELLING UNIT INFORMATION

Tenant Information Address: ______ Name of Family: ______

Number of Bedrooms: _____ Phone Number: _____

1.0 GENERAL SAFE

	Y	N	N/A
Plumbing Does the Hot Water Heater have a pressure relief valve down spout? (All water heating/boilers require relief value and down spout).			
Mechanical Systems (if provided or allowed). Are all clothes dryers vented directly to the outdoors?			
Structure Identification Does the Structure have displayed a readable number installed?			
Unit Identification Does each dwelling unit have a readable unit number installed?			
Emergency Information Did the owner file his/her emergency information with the Code Enforcement Office?			
Has owner posted his/her emergency contact information in building?			

1.10 SAFETY CHECK LIST

Does the unit have:	Y	N	N/A
Two Means of Egress (3 or more units) Does the unit have two separate and remote means of egress? (Check for a back stair or fire escape, first floor			
apartments may use a large window).			
Solid Doors and Closers (3 or more units) Are apt. common doors 1 3/4" solid doors?			
Do the doors have self closing devices? (arm or hinges).			
Do the common exterior doors have closures?			
Heating Facilities (adequacy, speak to tenant if possible)			
Stairs Do all stairways with three (3) or more stairs have hand and guardrails? (guardrails must be configured so a nine inch (9") ball will not fit			
through any part). Do all openings over thirty inches (30") in height have guard rails? (see note above)			
Exterior Do you consider the following items to be	П	П	П
sound? Siding (fail for missing shingles, leaks,			
excessive sagging etc.) Roof (fail for missing shingles, leaks, excessive sagging, etc.)			
Chimney (fail for loose bricks, excessive leaning, etc.)			
Porch(es) (fail for excessive sags, rotted members)			
Stairs (fail for loose treads, rotted wood, etc.)			
Basement Is the basement clean, and free of stored flammables?			
Does the basement appear to be structurally sound? (check for excessive sags in beams, cracking in members)			

1.11 SAFETY CHECK LIST

Electrical	Y	N	N/A
Smoke Detectors)			
Does each apartment have a hardwired functioning smoke detector at each level of the unit?			
Does the basement have at least one Electric smoke detector per section?			
Do halls common to more than one unit have Electric smoke detectors at each level?			
Carbon Monoxide Detector			
Does every apartment have a hardwired CO detector?			
Electric Panel			
Does each apartment have access to their own individual electrical panels? Does the electrical panel contain either type "S"			
fuses or mechanical breakers? (type "S" will be		П	
written on fuse)		_	
Are all slots on the panel full or covered?			
Exterior Lighting			
Are all exterior doorways illuminated?			
Common Hallways			
Do all common hall stairs have three way switches and lights? (all stairs must have light switches at both the top and bottom of the stairs)			
Basement Does the basement contain at least one light			
fixture?			
Are all splices in wires contained in a box?			

2.0 LIVING ROOM

Living Room Present?	Y	N	N/A
Electrical			
3 Sources of Electricity (2 outlets, 1 overhead, or	П		
3 outlets).		Ц	
Electrical Hazards (bare wires, extension cords,			
missing plates, etc.)		Ц	Ш
Security			
Windows (lockable)	П		
Doors (lockable)			
Windows			
Is there at least one window?	П		
Does the window have a screen? (required 5/15	П	П	
to 10/15).]		
Are the panes free from crack/breaks?			
Are they weather tight? (fit the frame)			
Will the bottom sash stay open without external			
devices?			
Ceiling Condition			
Is the ceiling structurally intact?			
Is the finish acceptable? (condition of paint,			
texture, tiles, etc.)			
Wall Condition	_	_	_
Are the ceiling walls structurally intact?		П	
Are the walls free from holes?		П	
Is the finish in acceptable condition? (paint, wall			
paper, etc.)			
Floor Condition Is the floor structurally intact? (fail for bounce or		П	П
extreme sags)			
Is the carpet free from holes, tears and trip			
hazards?		Ц	Ш
Is the carpet clean and in acceptable condition?			
	_	- -	_
Wood Trim			
Is the paint on wood trim in a sound state? (fail if			
chipped or peeling)			

3.0 BATHROOM

Bathroom Present?	Y	N	N/A	
Electrical Is there at least one outlet in the bathroom? (a GFI is recommended) Electrical Hazards (bare wires, extension cords, missing plates, etc.)				
Security Windows (lockable) Doors (lockable)				
Windows Is there at least one window or mechanical ventilation? Does the window have a screen? (required 5/15 to 10/15). Are the panes free from cracks/breaks? Are they weather tight? (fit the frame) Will the bottom sash stay open without external devices?				
Ceiling Condition Is the ceiling structurally intact? Is the finish acceptable? (condition of paint, texture, tiles, etc.)				
Wall Condition Are the ceiling walls structurally intact? Are the walls free from holes? Is the finish in acceptable condition? (paint, wall paper, etc.)				
Floor Condition Is the floor structurally intact? (fail for bounce or extreme sags) Is the carpet free from holes, tears and trip hazards? Is the carpet clean and in acceptable condition? (flooring must be non permeable)				
Wood Trim Is the paint on wood trim in a sound state? (fail if chipped. or peeling)				
Toilet Is toilet bolted to floor? Is there a working toilet in the bathroom? (check at base for leaks)				
Lavatory Does the bathroom have a lavatory with hot and cold running water? (check at base for leaks, Note: must be separate from kitchen)				
Tub or Shower Unit Does the bathroom have a tub with hot and cold running water?				
Ventilation Are there operable windows or a mechanical ventilation system?				

4.0 KITCHEN

Kitchen Present?	Y	N	N/A	
Electrical				
Is there at least one outlet above the counter top? (a GFI is recommended)				
Are there a total of three outlets in the kitchen? Electrical Hazards? (bare wires, extension cords, missing				
plates, etc.)				
Security				
Windows (lockable)				
Doors (lockable)				
Windows				
Does the kitchen have a window?				
Does the window have a screen? (required 5/15 to 10/15).				
Are the panes free from cracks/breaks?				
Are they weather tight? (fit the frame)				
Will the bottom sash stay open without external devices?				
Ceiling Condition				
Is the ceiling structurally intact?				
Is the finish acceptable? (condition of paint, texture, tiles,	_	_	_	
etc.)				
Wall Condition				
Are the ceiling walls structurally intact?				
Are the walls free from holes?				
Is the finish in acceptable condition? (paint, wall paper,				
etc.) Floor Condition				
Is the floor structurally intact? (fail for bounce or extreme	П			
sags)				
Is the flooring free from holes, tears and trip hazards?				
Is the flooring clean and in acceptable condition? (flooring must be non permeable)		П	П	
must be non permeable)	_			
Wood Trim				
Is the paint on wood trim in a sound state? (fail if chipped.		П		
or peeling)				
Kitchen Sink				
Is there a sink in the kitchen, separate from the bath sink?				
Does the sink have running hot and cold water?				
Is the sink free from leaks?				
Do the faucets function properly?				
Range				
Does the kitchen have a properly functioning range?				
Refrigerator	Ш	Ш		
Does the kitchen have a properly functioning refrigerator?				

5.1 BEDROOM #1

Location:	Y	N	N/A
Electrical			
3 Sources of Electricity? (2 outlets, 1 overhead,			
or 3 outlets).			
Electrical Hazards? (bare wires, extension cords,			
missing plates, etc.)			
Security			
Windows (lockable)?			
Doors (lockable)?			
XX/* . 1			
Windows Is there at least one window?	П		
Does the window have a screen? (required 5/15			
to 10/15).			
Are the panes free from cracks/breaks?			
Are they weather tight? (fit the frame)	П	П	
Will the bottom sash stay open without external	_	_	_
devices?			
Ceiling Condition			
Is the ceiling structurally intact?			
Is the finish acceptable? (condition of paint, texture, tiles, etc.)			
Wall Condition			
Are the ceiling walls structurally intact?			
Are the walls free from holes?			
Is the finish in acceptable condition? (paint, wall			
paper, etc.)			
Floor Condition			
Is the floor structurally intact? (fail for bounce or			
extreme sags) Is the carpet free from holes, tears and trip			
hazards?	Ш		
Is the carpet clean and in acceptable condition?			
		_	
Wood Trim			
Is the paint on wood trim in a sound state? (fail if			

5.2 BEDROOM #2

Location:	Y	N	N/A
Electrical			
3 Sources of Electricity? (2 outlets, 1 overhead,			
or 3 outlets).			
Electrical Hazards? (bare wires, extension cords,			
missing plates, etc.)			
Security			
Windows (lockable)?			
Doors (lockable)?			
XX7° . 1			
Windows Is there at least one window?			
Does the window have a screen? (required 5/15	Ш	Ш	Ц
to 10/15).			
Are the panes free from cracks/breaks?			
Are they weather tight? (fit the frame)	П	П	П
Will the bottom sash stay open without external	Ш	Ш	Ц
devices?			
Ceiling Condition			
Is the ceiling structurally intact?			
Is the finish acceptable? (condition of paint,			
texture, tiles, etc.)			
Wall Condition Are the ceiling walls structurally intact?	П	П	П
Are the walls free from holes?			
Is the finish in acceptable condition? (paint, wall			
paper, etc.)	_	_	_
Floor Condition			
Is the floor structurally intact? (fail for bounce or			
extreme sags)			
Is the carpet free from holes, tears and trip			
hazards? Is the carpet clean and in acceptable condition?			
15 the emper elemi and in acceptable condition:		Ц	
Wood Trim			
Is the paint on wood trim in a sound state? (fail if			
chipped or peeling)			

5.3 BEDROOM #3

Location:	Y	N	N/A
Electrical			
3 Sources of Electricity? (2 outlets, 1 overhead,	П		
or 3 outlets).			
Electrical Hazards? (bare wires, extension cords,	П		
missing plates, etc.)	1	_	
Security			
Windows (lockable)?			
Doors (lockable)?			
Windows			
Is there at least one window?			
Does the window have a screen? (required 5/15	П	П	П
to 10/15).			
Are the panes free from cracks/breaks?			
Are they weather tight? (fit the frame)			
Will the bottom sash stay open without external	П	П	
devices?			
Ceiling Condition	_	_	_
Is the ceiling structurally intact?			
Is the finish acceptable? (condition of paint,			
texture, tiles, etc.) Wall Condition			
Are the ceiling walls structurally intact?	П	П	П
Are the walls free from holes?		П	П
Is the finish in acceptable condition? (paint, wall			
paper, etc.)			
Floor Condition			
Is the floor structurally intact? (fail for bounce or			
extreme sags)			
Is the carpet free from holes, tears and trip			
hazards?			
Is the carpet clean and in acceptable condition?			
Wood Trim			
Is the paint on wood trim in a sound state? (fail if			
chipped, or peeling)			

5.4 BEDROOM #4

Location:	Y	N	N/A
Electrical			
3 Sources of Electricity? (2 outlets, 1 overhead,			
or 3 outlets).			
Electrical Hazards? (bare wires, extension cords,			
missing plates, etc.)			
Security			
Windows (lockable)?			
Doors (lockable)?			
Windows Is there at least one window?	_		
Does the window have a screen? (required 5/15 to 10/15).			
Are the panes free from cracks/breaks?			
Are they weather tight? (fit the frame)		_	_
Will the bottom sash stay open without external			
devices?			
Ceiling Condition			
Is the ceiling structurally intact?			
Is the finish acceptable? (condition of paint,			
texture, tiles, etc.)			
Wall Condition			
Are the ceiling walls structurally intact?			
Are the walls free from holes? Is the finish in acceptable condition? (point, well)			
Is the finish in acceptable condition? (paint, wall paper, etc.)			Ш
Floor Condition			
Is the floor structurally intact? (fail for bounce or			
extreme sags)	1	_	_
Is the carpet free from holes, tears and trip			
hazards?			
Is the carpet clean and in acceptable condition?			
Wood Trim			
Is the paint on wood trim in a sound state? (fail if			
chipped or peeling)		_	